



## Accounting Officer (Specialist & Supervisor)

4546 – 4PB4101 – Accounting Officer Specialist

4563 – 4PB4102 – Accounting Officer Supervisor

Department(s): Accounting Officer Specialist/Supervisor  
Alcoholic Beverage Control  
California Children and Families Commission  
California Conservation Corps  
California Science Center  
California State Lands Commission  
Department of Business Oversight  
Department of Child Support Services  
Department of Community Services & Development  
Department of Consumer Affairs  
Department of Developmental Services  
Department of Education  
Department of Forestry and Fire Protection  
Department of Health Care Services  
Department of Human Resources  
Department of Industrial Relations  
Department of Justice  
Department of Motor Vehicles  
Department of Public Health  
Department of Resources, Recycling and Recovery  
Department of Social Services  
Department of State Hospitals  
Department of Technology  
Department of Transportation  
Department of Veterans Affairs  
Department of Water Resources  
Employment Development Department  
Office of Emergency Services  
State Compensation Insurance Fund  
State Teachers Retirement Systems

Opening Date: 1/16/2015

Final Filing Date: Continuous

Type of Examination: Multi-Departmental Open

Salary: Accounting Officer Specialist: \$3,841.00 to \$4,810.00

Accounting Officer Supervisor: \$3,841.00 to \$4,810.00

Tenure/Time-base: Permanent Full-time  
Permanent Part-time  
Permanent Intermittent  
Limited Term Full-time  
Limited Term Part-time  
Limited Term Intermittent  
Exam Type: State-wide

## **EQUAL EMPLOYEE OPPORTUNITY**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

## **DRUG-FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

## **WHO SHOULD APPLY?**

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Training and Experience Evaluation at any time.

Once you have taken the Training and Experience Evaluation, you may not retake it for twelve (12) months.

## **SPECIAL TESTING ARRANGEMENTS**

If you have a disability and/or need special testing arrangements you will be able to request a reasonable accommodation during the filing and self-scheduling process.

If you have questions, please contact:

California Department of Human Resources Selection Division  
1-866-844-8671

California Relay Service (7-1-1)

Telecommunications Device for the Deaf (TTY) (916) 654-6336

TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

## **ELIGIBLE LIST INFORMATION**

OPEN, MERGED eligible lists will be established by the CalHR for use by other State departments. The names of successful competitors will be merged onto the eligible lists in order of final score regardless of test date. Eligibility expires twelve (12) months after it is established. Competitors must then retake the

Training and Experience Evaluation to reestablish eligibility.

## **REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

**NOTE:** All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

## **MINIMUM QUALIFICATIONS**

### **Accounting Officer Specialist & Supervisor**

#### **EITHER I**

One year of experience in the California state service performing professional accounting or auditing duties of a class with a level of responsibility not less than that of Accountant Trainee or Auditor I. (Applicants meeting the educational requirements who have completed six months of service performing professional accounting or auditing duties of a class with a level of responsibility not less than that of Accountant Trainee or Auditor I will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be considered eligible for appointment.)

#### **OR II**

Experience: One year in the California state service performing the duties of an Accountant I (Specialist) or Accountant I (Supervisor). Applicants meeting the educational requirements who have completed six months of service performing the duties of an Accountant I (Specialist) or Accountant I (Supervisor) will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be considered eligible for appointment. and

Education: Same as Accountant Trainee.

#### **OR III**

Experience: Two years of increasingly responsible professional accounting or auditing experience. (Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility not less than that of Accountant I.) (Experience in the California state service may be applied toward the total experience requirement on a proportional basis.) and

Education: Same as Accountant Trainee.

## **POSITION DESCRIPTION**

### **Accounting Officer (Specialist & Supervisor)**

The Accounting Officer series describes the work performed by professional accountants. Incumbents in these classes perform professional accounting duties. A professional accountant typically has responsibility for maintaining accounting records for organizational units, and may have budgetary

and/or business management control; exercises central fiscal control activities; prepares, reviews and analyzes all types of accounts and records of financial transactions; and does other related work.

Specialist positions within this series are nonsupervisory and perform the professional accounting work assigned to that level.

Supervisory accounting officers plan, direct and evaluate the work of an accounting group, unit, or program.

## **EXAMINATION INFORMATION**

### **TRAINING AND EXPERIENCE EVALUATION – Weighted 100%**

The examination will consist solely of a Training and Experience Evaluation. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Training and Experience Evaluation process.

[Click here to preview the Training and Experience Evaluation.](#)

## **KNOWLEDGE AND ABILITIES**

### **Knowledge of:**

- Generally Accepted Accounting Principles (GAAP).
- Governmental accounting and budgeting.
- Accounting principles and procedures.
- Governmental budgeting practices with respect to appropriations and authorities.
- The uniform accounting system and financial organization and procedures of The State of California and related laws, rules, and regulations.
- The accounting cycle pertaining to budgeting, accounting, reporting, and auditing.
- The principles of business management.
- Business law to remain apprised of legal issues relating to accounting assignments.
- Legislation, statutes, government codes, and regulations relating to accounting principles.
- The procedural requirements for requesting, gathering, and collecting financial information from control agencies and other departments.
- Basic computer applications such as word processing, spreadsheet and database software.
- Algebraic principles to find missing values and make calculations for providing technical expertise.
- Conflict resolution techniques to address conflicts amongst staff.
- Team-building principles and techniques to promote a positive, cooperative, and professional work environment.
- The steps of progressive discipline to determine when disciplinary action is warranted and to recommend or apply appropriate action.
- Training techniques (e.g., on the job, classroom, coaching) to educate staff on topics relating to job tasks to improve performance and productivity.
- Current management and leadership theories, techniques, and applications to ensure that strategies employed in supervision and oversight are effective.
- Supervisory principles, practices, and techniques to oversee the work activities of employees and ensure the unit/branch operates effectively and complies with all applicable laws.

### **Ability to:**

- Apply accounting principles and procedures to work assignments.
- Conduct reconciliations and make appropriate recommendations according to findings.
- Audit financial information and verify accuracy.
- Interpret and explain policies, procedures, rules, and/or regulations to employees and the public.
- Apply statute of limitations in regards to recordkeeping, collectability of receivables, and appropriations.
- Track accounting information using electronic and manual filing systems to remain on track with accounting assignments.
- Determine program compliance with laws, rules, and regulations.
- Maintain accounting records using electronic filing systems.
- Develop original templates and forms using spreadsheet and word processing software.
- Communicate orally to groups of varying levels of understanding.
- Make oral presentations to management and other staff members.
- Provide formal or informal training to staff relating to the tasks of the position.
- Maintain confidentiality with sensitive information and issues relating to direction, policies, changes, and/or personnel.
- Document records and findings in accordance with provided regulations and procedures.
- Write simple documents such as letters, memoranda, or other correspondence in order to communicate with other departmental staff, State agencies, or the general public using correct grammar, spelling, and syntax.
- Write complex documents such as reports, project summaries, procedures, analyses of proposed legislation, or summaries of statistical analyses using correct grammar, spelling, and syntax to comply with legislative mandates, complete assigned work, and ensure the department/agency meets goals or fulfills the mission.
- Perform basic computations such as addition, subtraction, multiplication, and division.
- Calculate percentages and averages.
- Interpret graphical data to extract or identify key points or issues presented.
- Interpret quantitative or statistical data to extract key information and make valid inferences.
- Analyze numerical and accounting data and draw sound conclusions to make recommendations which best benefit the organization.
- Read written documents of varying complexity including departmental policy manuals and guides, legislative mandates, instructional guides, written correspondence, or analytical reports.
- Conduct research to assist in auditing processes.
- Extract relevant facts and information from written documents in order to perform project planning, solve problems, or summarize information as required to complete assigned job tasks.
- Analyze situations, solve complex problems, and adopt an effective course of action to make decisions or recommendations.
- Develop desk policies and procedures to provide guidance for carrying out work assignments.
- Develop a system of organization for filing, tracking, and maintaining records.
- Plan, organize, and direct the work of others.
- Provide leadership in accomplishing basic functions and objectives in assigned programs.
- Monitor, track, and document employee performance using employee performance evaluations and/or probationary reports to ensure performance is recorded accurately and that it meets quality, quantity, and timeliness standards.
- Assign and delegate work to subordinate employees based on workload and experience to ensure efficient operation.
- Establish priorities and manage staff and resources to maximize productivity and effectiveness.

- Perform oversight on projects ensuring that end products or services are delivered on schedule, within the established budget, and in compliance with applicable laws.

## **Accounting Officer (Supervisor) KSAs only**

### **Knowledge of:**

- The principles and techniques of personnel management and supervision.
- Team-building principles and techniques to promote a positive, cooperative, and professional work environment.
- Methods of recognizing the efforts and accomplishments of staff to identify and reward employee achievements.
- The steps of progressive discipline to determine when disciplinary action is warranted and to recommend or apply appropriate action.
- Training techniques (e.g., on the job, classroom, coaching) to educate staff on topics relating to job tasks to improve performance and productivity.
- Current management and leadership theories, techniques, and applications to ensure that strategies employed in the supervision and oversight are effective.
- Supervisory principles, practices, and techniques to oversee the work activities of employees and ensure the unit/branch operates effectively and complies with all applicable laws.

### **Ability to:**

- Plan, organize, and direct the work of others.
- Provide leadership in accomplishing basic functions and objectives in assigned programs.
- Monitor, track, and document employee performance using employee performance evaluations and/or probationary reports to ensure performance is recorded accurately and that it meets quality, quantity, and timeliness standards.
- Coach and mentor staff to develop skills, improve performance, and promote career development.
- Assign and delegate work to subordinate employees based on workload and experience to ensure efficient operation.
- Perform oversight on projects ensuring that end products or services are delivered on schedule, within the established budget, and in compliance with applicable laws.

## **VETERANS' PREFERENCE**

Veterans' Preference will be granted in this examination. Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

## **CAREER CREDITS**

Career Credits **will not** be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

## **CONTACT INFORMATION**

If you have any questions concerning this announcement, please contact:  
The California Department of Human Resources Selection Division

1515 S Street,  
Sacramento, CA 95811-7258  
1-866 844-8671  
California Relay Service: (7-1-1)

Telecommunications Device for the Deaf (TTY) (916) 654-6336

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## GENERAL INFORMATION

**Applications are available** at [www.jobs.ca.gov](http://www.jobs.ca.gov) and local offices of the Employment Development Department.

**If you meet the requirements** stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

**The California Department of Human Resources** reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

**Candidates needing special testing arrangements** due to a disability must mark the appropriate box on the application and contact the testing department.

**Hiring Interview Scope:** In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification [here](#).

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**Veterans' Preference:** Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance

examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

**Bulletin Revision Date: 1/20/2015**

#### **TAKING THE EXAM**

**When you click the link below, you will be directed to the Training and Experience Evaluation. At the end of the Training and Experience Evaluation, it will be instantly scored.**

**[Click here to go to the Training and Experience Evaluation.](#)**